

Quotation Request //

US Government Publishing Office

Southcentral Region
infosouthcentral@gpo.gov
Washington DC 20401-0000

JACKET:546-747

Quotations are Due By:
(Eastern Time)11:00 AM on 12/18/2023

Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.

TITLE: JF990 Restock
QUANTITY: 250 Labels.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to the Southcentral Regional Office at (214) 767-0451 X4.

TRIM SIZE: 4.25 x 2.75"

PAGES: FACE ONLY

SCHEDULE:

Furnished Material will be available for pickup by 12/19/2023

Deliver complete (to arrive at destination) by 12/29/2023

F.O.B. destination

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to kathy.padgett-1@nasa.gov and dbuckey@gpo.gov.

The subject line of this message shall be "Distribution Notice for Jacket 546-747/Requisition Number 4-00015". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

Labels: Pressure sensitive, Writable, Removable adhesive label stock, Suitable backer with slit. Face (label) prints in Black, Copy consists of Type and rules, no bleeds, File supplied 8 up on a 11 x 8 1-2" file. Trim to final size of 4.25 x 2.75", Shrink wrap in packages of 50 labels per package. Note: Must be able to write on the label stock with a ball point pen.

MATERIAL FURNISHED: Contractor to receive. Adobe PDF file and purchase order will be emailed to contractor at time of award.

Contractor to download the "Labeling and Marking Specifications form" (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

The contractor is responsible for manipulating and sizing of the file to conform to specifications. At contractor's option, all Pantone colors in the file can be converted to equivalent four color process colors. Include the cost for this in your quote.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and

publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.

The contractor shall create/alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code* O10, Gummed, Conventional Adhesive, Basis Size 17 X 22" Basis Weight 60# Writable and Removable White Label stock that you can write on with a ball point pen.

COLOR OF INK:

Black

PRINT PAGE: One Side Only

MARGINS: Follow Copy Sample.

No BLeeds

PROOFS:

Contractor to submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Send PDF proofs on or by December 20, 2023

PDF proofs to kathy.padgett-1@nasa.gov and dbuckey@gpo.gov.

Include GPO Jacket Number 546-747 in the "Subject" line of all emails.

If the contractor cannot provide an acceptable set of PDF proofs by this date or within a reasonably sufficient time to allow for proof review and printing BEFORE THE ESTABLISHED DELIVERY DATE, he/she may be required to show cause as to why the contract should not be terminated for default.

The proofs will be checked for quality and compliance with these specifications, approved or approved with comments and the contractor will be notified within ONE (1) work day after receipt. If, in the opinion of the GPO and/or Department, the proofs are not a true representation of the furnished copy, or contain noticeable defects they will be rejected, must be corrected and reproved at no additional expense to the Government. The schedule stated elsewhere in these specifications CANNOT be extended to allow for such reproving.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIPT OF AN "OK TO PRINT".

NOTE: The day the email is sent is not the first workday.

BINDING:

See description

PACKING:

Pack to ensure no damage occurs to product during transit. Pack to ensure no shifting of product in transit, using spacers if necessary. Product should arrive with no abrasions, dog-ears, etc.

Shrink wrap in packages of 50 Labels per package.

Shrink Film Pack in units of 50. Pack NTE 40 lbs. per shipping container.

DISTRIBUTION:

Deliver via traceable means, inside delivery required, to:

NASA - Johnson Space Center
ATTN: Kathy Padgett, 281-244-0944
2101 NASA Parkway, Bldg. 419, Room 165
Houston, TX 77058

-----250 Labels.

All GPO publications referenced in these specifications are available on the internet via the GPO web-site, <https://contractorconnection.gpo.gov/>.

COMPLIANCE REPORTING:

Contractors are to report information regarding each order for compliance reporting purposes and include date of delivery (or shipment, if applicable) for delivery schedules in accordance with the contract requirements by emailing to COMPLIANCE at infosouthcentral@gpo.gov. Personnel receiving the email will be unable to respond to questions of a technical nature.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Approved Preproduction Sample

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)

7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

Attachment(s): NONE